

Housewarming Leave Letter to Office

Dear [Employer's Name],

I am writing this letter to request leave from work on [Date] to attend a housewarming ceremony. My friends have invited me to celebrate the purchase of their new home, and I would like to attend this auspicious occasion.

I will be absent from work for one day, and I will ensure that I complete all my pending tasks before my absence. I have informed my team members about my leave, and they will take care of any urgent tasks in my absence.

Thank you for your understanding and support in this matter. I look forward to returning to work and continuing my duties.

Sincerely,

[Your Name]